

Volunteer Tutor Position Description

We are currently seeking volunteer tutors in Whitecourt, Blue Ridge and Mayerthorpe. We hope to expand our program throughout Lac Ste. Anne County in 2023.

Tutor Program Overview

CALP Tutors work with adult learners one-on-one or in a small group to help them reach their goals in reading, writing, math, basic digital skills and/or English Language Learning. Tutors meet with learners in a safe, public place, or online, at a time that is convenient for both the Tutor and Learner.

Your Role

Help an adult learner improve their reading, writing, math, and/or English language. Provide support and encouragement, and a willingness to learn along side them.

Time Commitment

- Approximately two hours per week

Your Responsibilities

- Attend tutor orientation and tutor training workshops
- Help the learner set short-term and long-term goals
- Plan, prepare and give lessons that support the learner's goals, learning needs and interests
- Meet with the learner regularly (usually once a week)
- Communicate on a regular basis with the CALP staff at NorQuest
 - Report immediately if problems arise with the pairing
- Keep records of the learner's progress, lesson times, and tutor hours (including preparation and travel time)
- Participate in program evaluation
- Maintain confidentiality at all times

Community Adult Learning Program at NorQuest College

Skills and Qualifications

- Friendly, non-judgmental, patient and reliable
- Desire to help adults improve their skills and reach their learning goals
- Proficient in speaking, reading and writing English
- Strong communication skills
- Minimum age 18

Benefits

- Help adult learners build their skills and their confidence
- Develop your own skills in communication, problem-solving and mentorship
- Receive free training and professional development
- Be part of a team of people who are making a difference in our communities!

Contact us

To learn more about the Community Adult Learning Program at NorQuest College, or how you can get involved:

Odette Lloyd (She/Her)

CALP Team Lead

Phone: 780.778.3691

Text: 780.220.6460

Email: calp@norquest.ca

Visit the Learning Centre

4907 51 Avenue

Downtown Whitecourt

Mon–Thurs: 10:00 am– 6:00 pm

Fridays: 10:00 am – 3:00 pm